STANDARD OPERATING PROCEDURE

No. 2420.1E

SAMPLE RECEIPT AND LOG-IN

March 31, 2006

by

Nicole Roblez
ENSV/RLAB/CATS

APPROVED:

Peer Reviewer — Date: 3-30-06

Laboratory Manager — Date: 30 March 2006

Independent QA Reviewer — Date: 3/31/06

Recertified:

Reviewer					
Date					

TABLE OF CONTENTS

ATTACHMENTS:

A. PURPOSE AND APPLICABILITY

The purpose of this Standard Operating Procedure (SOP) is to establish a uniform policy and procedure for the receipt and log-in of environmental samples shipped by Environmental Protection Agency (EPA) field personnel or their contractors to the Environmental Services Division (ENSV) Regional Laboratory (RLAB). The policies and procedures contained in this SOP are applicable to all ENSV personnel and EPA contractors.

B. SUMMARY OF METHOD

Sample shipments, normally in ice chests (coolers), are delivered on a daily basis by either field personnel or air courier. In some instances, samples are shipped via over night carrier (e.g. Federal Express (FedEx) or Airborne Express) to the ENSV RLAB.

The Regional Sample Control Coordinator (RSCC) (or designated backup) receives all samples. The RSCC's sample custodial duties reside in the Contracts and Technical Support (CATS) Section, RLAB/ENSV. The RSCC (or designated backup) is available to receive samples Monday through Friday (excluding holidays) from 7:30 a.m. until 4 p.m. Deliveries on days and times other than these require scheduling through the RLAB Program Manager. However, RLAB does maintain a secured refrigerator in the receiving area for night and weekend deliveries allowing the Project Manager to temporarily store samples until they can relinquish them to the RSCC (or designated backup). When samples are left in that refrigerator, it is the Project Manager's responsibility to notify the RSCC (or designated backup) that samples are stored there (e.g., voice mail message or written note).

The RSCC (or designated backup) coordinates delivery of sample shipments with field personnel. When samples arrive, the sample collector, Purchasing and Receiving, or other ENSV personnel will contact the RSCC (or designated backup) who will then proceed to the sample receiving area.

During this time, either the Purchasing and Receiving person (or designated backup) or RSCC (or designated backup) will perform the radioactive materials cooler/sample survey according to SOP 2420.15, Management of Radioactive Materials in the Laboratory Environment.

Personnel delivering samples to the RLAB are to observe the radioactive materials survey and sample receipt procedures for the purpose of alleviating any questions and/or problems relating to the radioactive materials survey, samples or paperwork.

No samples are to be "dropped-off" without the appropriate notification to the RSCC (or designated backup). Any such samples will not be processed until the Project Manager contacts the RSCC (or designated backup).

All samples delivered must have an associated Analytical Services Request (ASR) form on file (Attachment 1 contains a copy of the ASR form that is currently in use). The only exception to this will be for emergency spills or special enforcement actions that cannot legitimately be pre-planned. Acceptance of such samples will be on a case-by-case basis with specific approval of the RLAB Program Manager. For samples of this nature, the Project Manager must initiate and be in the process of routing the ASR for signature/acceptance concurrent to sample delivery.

C. DEFINITIONS\ACRONYMS

ANSETS	Analytical Services Tracking System
ASR	Analytical Services Request
BODs	Biological Oxygen Demand
CATS	Contracts and Technical Support
CLP	Contract Laboratory Program
COC	Chain Of Custody Record
ENSV	Environmental Services Division
EPA	Environmental Protection Agency
EPA TO#	REAP EPA Task Order Number
F2L	CLP Forms2Lite5.1
FedEx	Federal Express
R7LIMS	Laboratory Information Management System
PM	Project Manager
PO	Project Officer
Project	Sampling effort
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QC	Quality Control
REAP	Region 7 Environmental Analysis Program
ESAT	Region 7 Environmental Services Assistance Team
RLAB	Regional Laboratory

RQAM	Regional Quality Assurance Manager
RSCC	Regional Sample Control Coordinator
RSTC	Region 7 Science and Technology Center
SMO	Sample Management Office
SOP	Standard Operating Procedure
SRN	Sample Receipt Notification
Tags	Sample container labels
TAT	Turn-around Time
VOAs	Volatiles

D. PERSONNEL QUALIFICATIONS

Personnel performing this task should have a basic knowledge of RLAB sample management procedures and the computer software utilized.

1. Responsibilities of Personnel Performing this Task:

   a. Project Manager

      (1) The Project Manager submits a completed ASR to the RLAB at least 30 days before the projected sampling delivery date.

      (2) The Project Manager collects and ships properly labeled, preserved, and packaged samples to ENSV in a timely fashion.

      (3) The Project Manager is responsible for the accuracy and completeness of all accompanying paperwork. If any changes are required as a result of the sampling (e.g., sample number changes, additional analytes, samples not collected, quality control (QC) code additions, etc.), the Project Manager must see that these corrections are made on all paperwork. All changes made to the paperwork (sample tags, field sheets) must also be made to the information contained in the Laboratory Information Management System (LIMS). It is the responsibility of the Project Manager to supply correct information so that the RSCC (or designated backup) can reconcile the samples in LIMS. Whenever possible, any changes are made prior to the delivery of the samples. The Project Manager coordinates the changes through the appropriate person as indicated. If necessary, the RSCC (or designated backup) will assist the Project Manager when changes are noted prior to

sample collection/delivery, concurrent to sample delivery or after. The Project Manager is available to help resolve any problems with his samples or designates someone to do this for him in his absence. This requires that when delivering samples, the Project Manager stays with the RSCC (or designated backup) to answer any questions. Samples are not to be dropped off without notification to the RSCC (or designated backup) or sample receiving personnel. The Project Manager calls the RSCC (or designated backup) close to the anticipated delivery time of samples sent in by air courier (e.g., FedEx) to confirm that samples have arrived and to answer any questions the RSCC (or designated backup) may have. In the case that the Project Manager is not available and has no alternate, RLAB contacts the Project Manager's supervisor for any necessary reconciliation information in order to resolve problems quickly and initiate sample processing.

b. Regional Sample Control Coordinator

(1) The RSCC (or designated backup) performs the radioactive materials cooler/sample survey according to SOP 2420.15, Management of Radioactive Materials in the Laboratory Environment if the Purchasing and Receiving person (or designated backup) has not performed this task.

(2) The RSCC (or designated backup) verifies the presence of all samples, checks all documentation, and signs the Chain Of Custody Record (COC) after all paperwork is complete and accurate.

(3) The RSCC (or designated backup) works with the Project Manager to obtain correct information and put the amended information into LIMS.

(4) The RSCC (or designated backup) notifies the Project Manager of problems which prevent acceptance of the samples by ENSV. RLAB maintains all samples received in a secure location including those pending reconciliation of problems.

(5) The RSCC (or designated backup) is responsible for the proper storage, tracking and/or distribution of the samples to the appropriate in-house and contract laboratories (this includes while the sample is in transit to the contract laboratory facility). Refer to SOP 2420.2 for sample storage procedures.

(6) The RSCC (or designated backup) logs samples into LIMS and prepares an electronic sample receipt notification to inform RLAB analytical personnel that the samples have been delivered to the RSTC and the location of the refrigerators in which they have been placed.

E. PROCEDURAL STEPS

1. Sample Receipt Procedure

a. The RSCC (or designated backup) is notified of sample receipt through periodic checks of the sample receiving area and through notification by sampling or ENSV personnel. The RSCC (or designated backup) identifies the project and ASR number from the COC and field sheets, and locates a copy of the ASR.

(1) If all paperwork is sealed with the samples in the cooler (often taped to the inside lid), the RSCC (or designated backup) must open the cooler(s) (see Section E.4.), in order to identify the ASR number.

(2) Except under extraordinary circumstances, the RSCC (or designated backup) must have a copy of the completed and approved ASR before samples can be received. If an ASR has not been received, the RSCC (or designated backup) notifies the Project Manager and assists him with information on how to complete and route the ASR.

b. The RSCC (or designated backup) performs the radioactive materials cooler/sample survey according to SOP 2420.15, Management of Radioactive Materials in the Laboratory Environment if the Purchasing and Receiving person (or designated backup) has not performed this task

c. The RSCC (or designated backup) notes the presence (or absence) and condition of custody tape seals on the outside of the cooler(s). A notation of this information is made in the file.

d. A completed COC (Attachment 2) must accompany each shipment of samples. The RSCC (or designated backup) requests that when a COC is not present, incomplete, or incorrect, that an amended or new one be submitted by the Project Manager or his designee.

e. The RSCC (or designated backup) removes all samples from the cooler(s) and notes the condition of each sample. Sample descriptions such as intact, broken, air bubbles present (for volatiles), or above 4 degrees Celsius (ice melted) are used to describe the sample condition. The sample condition is noted on the COC and field sheets (Attachment 4). Any additions or notes made on the COC or field sheets should be initialed and dated next to the correction or entry by the person making them. Any corrections should be done by placing a single line through the error and then noting the correct information. All corrections must be dated and signed by the person making the correction. Under no circumstances is information to be obliterated or whited out.

The Project Manager will be asked to make the necessary changes or corrections on the paperwork. In instances when the Project Manager is on site, he may designate the RSCC (or designated backup) to make minor changes for him. This may extend to changing a sample number or analysis listed, but does not include generating and completing all field paperwork. The RSCC (or designated backup) makes the indicated changes and sends the Project Manager a copy (no copy can be made of changes to sample tags on containers) of all paperwork changes. The Project Manager must respond back to the RSCC (or designated backup) as soon as possible if the corrections made are not as he intended. If no response is received within four working days, the RSCC (or designated backup) assumes that the Project Manager concurs.

f. If a sample is broken and there are no other containers from which the analysis can be done, the RSCC (or designated backup) initiates a memo of Non-Reportable Results (Attachment 5). This memo is sent to the Project Manager and the RLAB Data Coordinator to alert them to the fact that no data will be forthcoming for that sample/analysis. In addition, the RSCC (or designated backup) personally notifies the Project Manager of the sample loss so that the sample can be retaken at the Project Manager's

discretion. A notation is made on the COC to indicate any broken containers.

In the case of broken or leaking samples, all packing material (bubble or foam wrap, vermiculite, broken glass, etc.) and sample residue in the cooler are considered hazardous trash until proven otherwise through laboratory analysis of the samples.

g. The RSCC (or designated backup) verifies specific items on each of the samples and associated documents of the shipment. This includes determining if all documents/samples are consistent and accurate with regard to one another. It also includes identifying discrepancies in the use of EPA sample numbers. This circumstance usually occurs when the sampler adds additional unplanned samples. The Project Manager takes care of any necessary paperwork reconciliation to include assigning new EPA sample numbers if the ones identified are inappropriate.

(1) The RSCC (or designated backup) verifies the following specific information on the COC with respect to the sample container labels and field sheets:

(a) EPA Project/ASR number
(b) EPA sample numbers
(c) Number and type of sample containers
(d) Sample matrix

(2) The RSCC (or designated backup) verifies the following specific information on the sample containers with respect to the COC and field sheets:

(a) EPA Project/ASR number
(b) EPA sample numbers
(c) Type of containers
(d) Analysis
(e) Preservation

The RSCC (or designated backup) also observes the amount of sample received and determines if a sufficient quantity of sample was submitted to conduct the requested analyses. If an obviously insufficient sample was submitted, the RSCC (or designated backup) initiates a Notice of Non-Reportable Results form that is

forwarded to the Project Manager and Data Coordinator to inform them that no results will be forthcoming for that sample/analysis. A notation is also made on the COC. The RSCC (or designated backup) personally contacts the Project Manager and informs him of the situation so that he can retake the sample. In some instances, it is not determined until after the sample is in the laboratory that there is insufficient sample to conduct any or all of the tests requested. In these instances, RLAB informs the Project Manager as soon as possible of the existing situation. In some cases where some tests can be performed, but not all, the Project Manager determines the order and priority of tests for the sample.

(3) The RSCC (or designated backup) verifies the following specific information on the field sheets with respect to the COC and sample container labels:

(a) EPA Project/ASR number
(b) EPA sample numbers
(c) Matrix
(d) Container
(e) Analysis name
(f) Preservation

In addition to these items, the RSCC (or designated backup) notes any comments that may be inconsistent with the analysis requested (e.g., field filtered for total metals), information necessary to report the data (e.g., sample area or volume information for wipe and air samples), and if the field sheet is signed by the sampler in the space indicated.

h. When the information on the COC, field sheets, and sample tags is verified as complete and correct, the RSCC (or designated backup) checks the appropriate box at the bottom of the COC, "sealed" (custody taped) or "unsealed" (no custody tape present), and signs each COC and records the date and time of sample transfer. This action completes the sample receipt process and RLAB officially accepts custody of the samples. The yellow copy (or a photocopy) of the signed COC is given or mailed to the Project Manager. The original (white copy) is retained in the ENSV sample activity file maintained by RLAB.

2. Sample Log-In Procedure

a. From the ASR, the RSCC (or designated backup) identifies whether samples will be analyzed in-house (RLAB) or analyzed through the contract laboratory services (e.g., CLP or REAP). The samples are placed in the appropriate walk-in refrigerators located in the secured sample storage room (L-55) with the following exceptions: in-house volatile (VOA) samples are put in the refrigerator in the VOA analysis laboratory (L-30 for EPA and L-32 for ESAT, respectively). In-house samples requiring immediate analysis because of short holding times (Biological Oxygen Demand (BODs), chromium VI, or for other reasons, are delivered directly to the analyst by the RSCC (or designated backup).

b. The in-house sample receipt notification (SRN) is sent to RLAB personnel. The REAP and CLP sample receipt notification (Attachment 6) is only sent to the CATS staff. The information contained in the SRN includes ASR number, Project ID, due date (as assigned on the ASR by the RLAB Manager or designated person), the sample numbers, matrix, and the analyses requested. In the remarks area of each message type where the samples are stored, whether there will be more samples arriving, or not, who has the laboratory assignment, and the date when samples were collected. The sending of sample receipt notification instructions are outlined in section E.4 of this SOP.

(1) If the activity is being field shipped directly to a CLP or REAP laboratory, it is imperative that the Project Manager work closely with the RSCC (or designated backup). The Project Manager must return ENSV's copy of all paperwork (COC, field sheets, CLP shipment records, and/or REAP shipping documents) as soon as the samples are shipped to the CLP or REAP laboratory. The Project Manager works with the RSCC (or designated backup) to reconcile any discrepancies identified on the paperwork. The RSCC (or designated backup) logs the samples into R7LIMS when reconciliation of the paperwork is complete.

(2) The procedures for submitting ENSV's copy of the paperwork for samples sent directly to the REAP laboratory includes working closely with the REAP Project Officer (PO). Each Delivery Order must be coordinated and handled on an individual basis. The Project Manager or field personnel must fax ENSV's copy of all of the paperwork (COC, field sheets, and REAP shipping documents)

as soon as the samples are shipped to the REAP laboratory. The RSCC (or designated backup) and REAP PO (or designated backup) contacts the REAP laboratory informing them of the sample shipment.

c. The RSCC (or designated backup) makes the necessary entries into LIMS, reconciling the LIMS data with the sample paperwork and logs in the samples. Instructions for sample log-in are outlined in section E.3. of this SOP.

d. At the conclusion of all log-in activities for the shipment, the RSCC (or designated backup) promptly transmits the ENSV's copy of the field sheets and COC to the RLAB Data Coordinator. The Data Coordinator (or designated backup) files these documents according to the ASR number in the ENSV sample activity file maintained by RLAB.

e. If any hazardous trash is generated in the receipt of the samples, it is put in a polyethylene containment bag, tied, and labeled. The label includes the name of the sampling site, ASR number, and the date. The hazardous trash is turned over to the Sample Disposal Coordinator (or designated backup) for temporary storage in Sample Holding/Disposal (L-57).

f. The RSCC (or designated backup) places all uncontaminated used packing material from the cooler(s) in the dock-area trash cans, empties all water and ice from the cooler(s), and stacks the cleaned-up cooler(s) in the dock area. If there are directions to ship back specific cooler(s), the RSCC (or designated backup) coordinates their return.

3. Procedures for Sample Log-In Into R7LIMS

a. Confirm sample information (e.g., Project/ASR numbers, sample number(s))
b. Double click R7LIMS icon
c. Type Username and press enter
d. Type Password and press enter
e. Click once on Data Manager
f. Under ASR/Samples, double click Browse ASRs
g. Arrow to the ASR number and click to select
h. Click once on Log-In Samples
i. Type sample information from the field sheets

j. If the samples are assigned to a CLP laboratory, click once on Get SMO number. Confirm the next available CLP sample number on the list provided in cubicle 202B.
k. Click once on Log-In button
l. Check each sample to verify that the Received Date is the same for each sample (including the PE sample which has already been defined in the system). The computer uses the received date to create each particular F2L download file
m. Check the sample container list, and edit as necessary, to assure that it matches the COC
n. Click Exit when all samples are logged in

4. Instructions for Sample Receipt Notification to Regional Laboratory Personnel

a. Double click R7LIMS icon
b. Type Username and press enter
c. Type Password and press enter
d. Click once on Data Manager
e. Under ASRs/Samples, double click Browse ASRs
f. Using the mouse, click once and highlight the ASR number
g. Click once on SRN button
h. At lab, arrow down to Receipt Date tab needed
i. Under Report Sample, arrow down to Numbers tab
j. Click once in the Comments box and type the following information in the Comments section:
   (1) The lab for which the samples are assigned (e.g., REAP, CLP, EPA, or ESAT);
   (2) The refrigerators or freezers where the samples will be stored for in-house analyses (e.g., 1st or 2nd walk-in refrigerators in L-55, EPA volatiles refrigerator in L-30 and the ESAT volatiles refrigerator in L-32)
   (3) Whether this SRN set completes or does not complete the specific ASR.
k. Click once on Generate Receipt
l. The computer will pull up an on-screen preview of the SRN in Acrobat Adobe Reader
m. Click once on Email
n. The computer will pull up an Email Address Screen
o. Click once on Addresses
p. The computer will pull up a Select Email To Information screen

q. Select the appropriate RLAB staff to receive the SRN by clicking once on the appropriate staff member
r. Click once on the single arrow
s. Repeat until all appropriate personnel have been selected
t. Click once on Close
u. Click once in the Subject box and type lab assignment based on the information contained in the ASR, (e.g., EPA/REAP SRN -ASR 2199(not)complete)
v. Click once on Store SRN and send Email
w. A message box will be generated and state that the Email was sent.
x. Click once on OK
y. The computer will pull up a screen that will show the number of SRNs sent for that ASR. Click once on Close
z. An Acrobat Report Viewer screen will appear. Click once on Close
aa. A Sample Receipt Notice screen will appear. Click once on Exit.

5. Instructions for Generation of the COC Record for REAP

a. The RSCC (or designated back-up) or ESAT contractor will receive the COC and field sheets with the sample shipment. The information on these forms is compared to the condition and actual samples in the shipment to verify that the information is recorded correctly.

b. The RSCC (or designated backup) or ESAT contractor takes the shipment paperwork (Attachment 3) and records the sample information onto an EPA COC Record (FORM-7-EPA-9262). The RSCC (or designated backup) or ESAT contractor records the Task Order Number, EPA Reference Number, and name of the REAP laboratory at the top of the EPA COC Record. The Project Manager, ASR/Project ID, Sample Collection Date and number of pages are recorded in the appropriate boxes. Information pertaining to the number and type of sample containers, media and QC codes are recorded for each sample number on this form. The total amount of samples and containers and number of ice chests is recorded in the block labeled Description of Shipment. The shipment carrier and shipping document number is noted in the block labeled Mode of Shipment. The RSCC (or designated backup) or ESAT contractor must sign the COC and note the date and time that the shipment is to be relinquished to the sample carrier. The RSCC (or designated backup) must check mark whether the shipment has been sealed or unsealed. The white copy is placed with the shipment paperwork which is

sealed in a document holder attached to the inside lid of the cooler. The yellow carbon copy is placed in the RSCC's in-box.

6. Instructions for the Creation of F2L files for CLP Shipments

a. Double click on R7LIMS icon
b. Type Username and press enter
c. Type password and press enter
d. Click once on Data Manager
e. Under Samples Results, double click Single ASR Criteria
f. Click once on All
g. Click once on Browse Single ASR
h. Click and highlight the particular ASR to be downloaded to an F2L file.
i. Click once on the F2L Download. The computer will pull up a screen reading Download Forms2Lite Site File.
j. At Sample, click Received
k. Click CLP
l. At Date Received, click once on the log-in date for the needed shipment ("control-click" can be used if multiple dates are needed)
m. Click once on the Select File at Output File
n. At Output File, type k:\ASR#F2Ldwnld.F2L (e.g., k:\2127F2Ldwnld.F2L)
o. Click once on Download. A message will appear stating that the file has been downloaded to k:\ASR#F2Ldwnld.F2L (e.g., k:\2127F2Ldwnld.F2L)
p. Click once on OK
q. Click once on Exit to return to Browse Single ASR Results
r. Click once on Exit to return to Browse Main Menu
s. Click on File to exit R7LIMS
t. Double click F2Lite5.1 icon
u. A Forms2Lite5.1 box will appear. Click once on Cancel
v. Click once on File at the upper left hand corner of the screen
w. Click once on Import/Export
x. Click once on Import a F2L.5.x file
y. Click once on Next
z. Click once on Browse on Select File: Screen on the Import Export Wizard. Select date to Import (Make sure that the Import Measurements Data and the Import Archived TR Date do not have a check mark)
aa. Click once on arrow at Look in:
bb. Arrow down to k:\ drive
cc. Click once on file to be imported (e.g., 2127F2Ldwnld.F2L)
dd. The appropriate ASR to be downloaded will appear in File Name
ee. Click once on Open

ff. Click once on Finish
gg. Click once on OK after import has been completed
hh. Click once on File in upper left hand corner
ii. Click once on Exit to exit from Forms2Lite5.1

7. Instructions for the Generation of the Traffic Report (Attachment 7) and Sample Labels in Forms2Lite5.1

a. Click once on File
b. Click once on Open Site
c. Arrow to the downloaded Site and click to select
d. The computer will pull up a screen stating Step One: Site Information-(Site Name)
e. The information from the site should already be downloaded into the system with the exception of the Case Number. Type in the case number
f. Click Next
g. The computer will pull up a screen stating Step Two: Select Sampling Team
h. Click Next
i. Step Three: Select Analysis. The particular analysis should already be downloaded into the system
j. Click Next
k. The computer will pull up Step Four: Station/Location Information. The information should already be in the system except for the Concentration. At Concentration click the down arrow and select the appropriate concentration used in the field sheets for the site
l. Click Next
m. The computer will pull up Step Five: Assign Bottles. In the Select Station/Location, use the down arrow to select the sample(s) to be assigned Quality Control samples. The sample number(s) should appear in the Assigned Analysis With Sample Number table
n. Click Lab QC Type.
o. Click the down arrow and click the appropriate QC type
p. Click Next. A Forms II Lite query will appear to verify that QC has been assigned
q. Click OK
r. Click Next
s. Step Six: Assign Lab
t. Click down arrow at Lab Code
u. Click appropriate lab for a particular analysis(es) according to the assignment in the RSCC's LIMS ASRs & Sample Receipt notebook

v. All samples for that particular lab should appear in the Assigned Samples to Labs table
w. Repeat this procedure until all samples are assigned to the appropriate laboratories
x. Click Next
y. Step Seven: Assign Carrier
z. Click down arrow at Carrier
aa. Click the appropriate Carrier
bb. Type in the Date Shipped
cc. Type in the Airbill number
dd. Click the Lab header at the top of the table to sort by a particular lab when shipments are going to more than one lab
ee. Click and highlight the samples going to a particular lab
ff. Click Assign
gg. Repeat this procedure for each airbill and its associated analyses/lab until all samples are assigned
hh. Click Finish
ii. The computer will pull up Print/View a Specific TR screen
jj. Verify whether the shipment is complete or not complete from the COC delivered from the field. If the shipment is complete, double click the Complete box and query will change from No to Yes
kk. At the Select a View, click Lab Copy
ll. Click Print (this copy is retained to be shipped with the samples). Sign and date the document(s) in the section marked Relinquished By and initial for the Sampler in the Sampler Signature section
mm. Click Region Copy
nn. Click Print (this copy is given to the RSCC or designated backup). Sign and date the document(s) in the section marked Relinquished By and initial for the Sampler in the Sampler Signature section.
oo. Click Back until Step Five: Assign Bottles screen
pp. Click Generate Labels
qq. Click All Samples for Site
rr. Click Generate Label
ss. Click Edit Label
tt. Arrow to appropriate Avery number that matches the dimensions of the label to be used for the sample tags
uu. Click Next
vv. Verify that the Font Name is Arial
ww. Verify that the Font Weight is Normal
xx. Verify that the Font Size is 10
yy. Verify that the Text Color is black

zz. Click Next
aaa. Verify that the prototype label information is correct
bbb. Click Next
ccc. The computer will pull up the query, "What name would you like for your label?"
ddd. Type the string ASR#initialsshipmentdate (without spaces, e.g., 2171lh1024)
eee. Click Finish
fff. A preview of the sample tags will appear. Verify that the sample information is correct
ggg. Click Print
hhh. Select the printer designated for sample tag generation
iii. Click Print
jjj. Verify that the sample tag information is correct
kkk. Click the X box at the top right-hand corner of the screen
lll. Click Close
mmm. The computer will query, "Would you like to exit this Site?" Click Yes

8. Procedures to Export an F2L Site File and E-mail Instructions

a. Click on File at the upper left-hand corner of the screen
b. Click Import/Export
c. Click to highlight Export to a File at the Import Export Wizard screen
d. Click Next
e. Arrow to Site and click to highlight
f. Click Finish
g. At File Name, type the following string without spaces: R7ASR#Case#initials(not)complete.F2L, (e.g., R721723125lhnotcomplete.F2L)
h. Click Save
i. A computer message will appear stating that the file has been exported
j. Click OK
k. Click File
l. Click Exit
m. The computer will exit Forms2Lite
n. Double click LOTUS Notes icon
o. Type in password and press enter
p. Click OK
q. Click Mail
r. Click New Memo

s. Type in the names of the RSCC, CLP Program Officer and the Sample Management Office coordinator
t. Press tab and type the following information in the Subject line: R7case#ASR#complete.F2L or R7case#ASR#notcomplete.F2L (without spaces) e.g., R731292202notcomplete.F2L
u. Press tab until the cursor is in the body of the message
v. Click File
w. Click Attach
x. Type: k:\ and press Enter
y. Choose the file on the k:\ drive
z. Click Send
aa. Exit LOTUS NOTES

F. QUALITY ASSURANCE AND QUALITY CONTROL

All sample information is verified as correct through comparison of the field sheets, sample tags, and shipping documentation (such as, traffic reports, and/or COC). All documents must be consistent prior to acceptance and properly maintained throughout the shipping and analytical data files process. Any discrepancies are resolved through consultation with the Project Manager or RSCC (or designated back-up).

G. REFERENCES

1. US EPA, Region 7, "RLAB Analytical Data Management Procedures" Environmental Services Division Operations and Quality Assurance Manual, SOP 2410.1

2. USEPA, Region 7, "Management of Radioactive Materials in the Laboratory Environment", SOP 2420.15

SOP No. 2420.1E

Attachment 1

US EPA Region 7 Analytical Services Request (ASR)

Project ID: ASR Number: Projected Delivery Date:

Project Dest:
City: State: Program:
Site Name: Site OU
Site ID: CERCLIS ID:
GPRA PRC:

Project Manager:
Organization: Phone Number:

Contact:
Organization: Contact Phone:

ASR Purpose:
Comments:

Is this activity currently or potentially a criminal investigation?
Has a QAPP for the requested services been approved?

For health, safety and environmental compliance are any samples expected to contain:

Dioxin > 1ppb:
RCRA Listed Wastes:
Toxic/Hazardous Chemicals >1000ppm:

No. of Samples	Reg No	CNS List	Conc of Interest	Expected Conc

Special Analytical Requirements or Comments:

Date Submitted: By: ASR Status:
Date Accepted: By: RLAB Turn Around Time: Days
Date Transmitted: By: ANOP Turn Around Time: Days

Attachment 2

CHAIN OF CUSTODY RECORD
ENVIRONMENTAL PROTECTION AGENCY REGION VII

ACTIVITY LEADER(Print)	NAME OF SURVEY OR ACTIVITY	DATE OF COLLECTION DAY MONTH YEAR	SHEET of

CONTENTS OF SHIPMENT

SAMPLE NUMBER	TYPE OF CONTAINERS: CUBITAINER	BOTTLE	BOTTLE	BOTTLE	VOA SET (2 VIALS EA)	SAMPLED MEDIA: water	soil	sediment	sludge	other	RECEIVING LABORATORY REMARKS/OTHER INFORMATION (condition of samples upon receipt, other sample numbers, etc.)
	NUMBERS OF CONTAINERS PER SAMPLE NUMBER										

DESCRIPTION OF SHIPMENT	MODE OF SHIPMENT
____ PIECE(S) CONSISTING OF ____ BOX(ES)	____ COMMERCIAL CARRIER: ____
____ ICE CHEST(S); OTHER ____	____ COURIER
	____ SAMPLER CONVEYED (SHIPPING DOCUMENT NUMBER)

PERSONNEL CUSTODY RECORD

RELINQUISHED BY (SAMPLER)	DATE	TIME	RECEIVED BY	REASON FOR CHANGE OF CUSTODY
☐ SEALED ☐ UNSEALED			☐ SEALED ☐ UNSEALED	
RELINQUISHED BY	DATE	TIME	RECEIVED BY	REASON FOR CHANGE OF CUSTODY
☐ SEALED ☐ UNSEALED			☐ SEALED ☐ UNSEALED	
RELINQUISHED BY	DATE	TIME	RECEIVED BY	REASON FOR CHANGE OF CUSTODY
☐ SEALED ☐ UNSEALED			☐ SEALED ☐ UNSEALED	

Attachment 3

REAP SHIPPING DOCUMENT
(ARDL)

SHIPPING INFORMATION

TASK ORDER#: 0154 SHIPMENT DATE: 08/20/2003

EPA REFERENCE#: 2111A03 SHIPMENT NO.: 1

SAMPLE INFORMATION

SAMPLE #	MATRIX	PARAMETERS	DATE COLLECTED
2111-1	Water	Explosives	08/19/2003
2111-2	Water	Explosives	08/19/2003

REMARKS:

SOP No. 2420.1E

Attachment 4

Sample Collection Field Sheet

U.S. EPA Region VII
Kansas City, KS

ASR Number: Sample Number: QC Code: Matrix: Tag ID:

Project ID: Project Manager:
Project Desc:
City: State:
Program:
Site Name: Site ID: Site OU:

Location Desc: _____

External Sample Number: _____

Expected Conc: (or circle one: Low Medium High) Date Time (24 Hr)

Latitude: ___ ___ ___ Sample Collection: Start ___/___/___ ____:____
Longitude: ___ ___ ___ End ___/___/___ ____:____

Laboratory Analyses:

Container	Preservative	Holding Time	Analysis
1 - 1 Liter Cubitainer	HNO3 acidify, 4 Deg C	180 Days	Metals in Water by ICP

Sample Comments:

Sample Collected By: _____

SOP No. 2420.1E

Attachment 5

Date

MEMORANDUM

SUBJECT: Notice of Non-Reportable Sample Results

FROM:

TO: Primary Data File ASR Number: _____/Site Name: _____)

Data will not be reported for the following samples:

Sample Number	Parameter	Reason

cc: EPA Project Manager

Attachment 6

Sample Receipt Notice

11/07/2003 10:52

ASR Number: 2216
Samples Received: 11/07/2003
RLAB T-A-T: 30
Criminal: No
Project Id: WGP99
Project Desc: Webster City WWTF

Lab: (All)
Report Sample: Numbers

Req No	Analysis	Matrix	Analyst Lab	Pri	Sec	Samples
1	NH3-N W	Water	EPA	DAD		6-__
1	Met Water	Water	EPA		DAD	6-__

Comments: